



SUMMARY

LUSI (Lancaster University Student Information) is the suite of database applications used at Lancaster University for managing all student and course data. All LUSI applications are accessed via the LUSI Desktop. Information is accessible to certain staff and certain operations on the data are restricted to staff that have particular access rights.

The LUSI Course Handbook is where data about programmes of study, course modules, teaching events, external examiners, shared VLE spaces and exam papers is held.

This user guide aims to provide an understanding of the interaction between the LUSI Course Handbook and the University's VLE sites (Moodle and Sakai) and how data should be set up within the Course Handbook to enable the creation of and access to VLE Spaces.

This general user guide helps you to:

- Correctly record staff and GTA's in the LUSI Course Handbook
- Understand which staff roles will have access to VLE spaces
- Set up shared VLE spaces
- Link coursework elements in LUSI to VLE spaces

If you have any questions about this application please contact lusi-support@lancs.ac.uk in the first instance.

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1 VLE ACCESS AND SECURITY

1.1 Staff CMod



This screen is for adding staff roles against a module. Staff recorded as certain staff types (see table below) on this screen will have access to the VLE space irrelevant of the information stored in the VLE Access CMod screen. This screen **should not** be used to grant access to individual staff members if their group already has access.

To add a new staff record:

To add a new staff record:

- Click the  button, a new line will appear in the grid:

Acc.	Role	Staff	From	To
	Course Convenor	Ingham, Dr Hilary Clistina	01/10/2008	
			17/08/2012	

- Select the 'Role' by clicking the  to open the pick list, select the appropriate role from the picklist
- Click the  button in the staff cell to open the staff picker

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- Type the surname of the member of staff into the Name box and click 'Find'
- Any matches will appear in the grid below the staff picker

Staff Picker

Name: Find

Department: Close


College:

☒ Only find current staff

Name	Department	College	Academic	Leave Date
Brown, Dr Colin Anthony	Organisation, W...	Furness	Yes	
Brown, Dr Gavin Mark	Division of Biom...	Pendle	Yes	
Bradley, Dr David Ian	Physics	Pendle	Yes	
Bradley, Dr David Ian	Physics	Pendle	Yes	
Bremner, Professor James Ga...	Psychology	Bowland	Yes	
Brown, Professor David Harold	Management Sc...	Grizedale	Yes	
Bradshaw, Mr John Joseph	Facilities	Lonsdale	No	31/01/2013
Brakewell, Mrs Denise May	Marketing and E...	Fylde	No	
Brown, Mrs Patricia Margaret	Bowland College	Bowland	No	
Bradley, Professor Steven	Vice Chancellor...	Bowland	Yes	
Brookes, Mr Simon John	Security	Fylde	No	
Bryan, Dr Ian Hugh-John	Law	Bowland	Yes	
Brier, Mr David	Facilities	Cartmel	Yes	
Brown, Mr Michael	Security	Pendle	No	24/09/2012
Brown, Ms Patricia	Sociology	Fylde	No	
Brown, Mr Robert Stuart	Marketing and E...	Pendle	Yes	
Bramhall, Mrs Valerie June	Student Registry	Bowland	No	
Brooks, Dr Roger John	Management Sc...	Pendle	Yes	
Brigham, Dr Martin Patrick	Organisation, W...	Furness	Yes	

List of staff from t

Select

- Click onto the correct name in the grid and then click the  button
- The staff picker will close and the selected staff member will appear in the grid

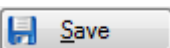
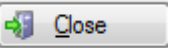
Staff CMod: ECON207: Managerial Economics

Form: Keep Open

ECON207: Managerial Economics Staff:

Acc.	Role	Staff	From	To
	Course Convenor	Ingham, Dr Hilary Cristina	01/10/2008	
	Admissions Tutor	Bramhall, Mrs Valerie June	20/08/2012	

Add Staff Delete Staff Save Refresh Close

- Click 
- Click 
- Click onto a staff name within the grid to view their details in the bottom section of the form

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Staff CMod: ECON207: Managerial Economics

Form: **Staff CMod** ☐ Keep Open

ECON207: Managerial Economics Staff:

Acc.	Role	Staff	From	To
	Course Convenor	Ingham, Dr Hilary Cistina	01/10/2008	
	Admissions Tutor	Bramhall, Mrs Valene June	20/08/2012	

Staff Details
 Username: **tollitt** Department: **Student Registry**
 Leave Date: Email: **c.sugar_bag_light@a.b.c**

Show
☐ All Staff
☒ Current Staff



The following staff/CMod roles give access to Moodle and / or Sakai spaces:

Role	Moodle			Sakai	
	Read	Write	emailed announcements & notifications	Read	Write
Administrative Staff	Y	Y	-	Y	Y
Course Convenor	Y	Y	Y	Y	Y
Director of Studies	-	-	-	Y	Y
External Examiner	Y	-	-	-	-
Graduate TA	Y	Y	Y	Y	Partial
Teaching Staff	Y	Y	Y	Y	Y


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1.2 Staff CMod GTA (new form)

This screen is session based and when opened should default to the current session. If the session is changed the appropriate data for the chosen session should be displayed. If the save button is enabled the option to save the current changes should be given before the data for the new chosen session is displayed.

- Click  **Add** to launch the Student Picker screen.
- Enter either a student id into the 'Student ID' box or a name (or part of a name) into the surname box.
- If you want you can also select a department or college (these 2 options are mutually exclusive so if one is chosen the other is cleared).
- The option to limit the GTA selection by Current students and Postgraduate, Undergraduate or Both should be available.
- Click  **Find** to reveal any matches

Student ID	Name	Current	Category	Department	College	SoS	Entry Date
30762506	Pebble Vale, Miss Peakman	Yes	Postgraduate	Sociology	Graduate	MA : Gender an...	01/10/2010
04762591	Pebble-Park, Mr Upper Grosvenor	Yes	Postgraduate	Computing and ...	Graduate	PhD : Computer ...	01/10/2004
30962502	Pebble Vale, Miss Peakman	Yes	Postgraduate	Linguistics and ...	Graduate	MA : Teaching ...	01/10/2011
30398745	Pebble Tree, Mr Mcmasters	Yes	Postgraduate	Linguistics and ...	Graduate	MA : Teaching ...	01/10/2011
30392875	Pebble Hill, Mr Hardinge	Yes	Postgraduate	Management De...	Graduate	PGCert of Achie...	01/04/2011

- Click onto the correct name in the grid and then click the  **Select** button
- The student picker will close and the selected student will appear in the grid
- Select the appropriate VLE access option from the picklist:

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- Click Save
- Click Close
- To remove a record from this form click the Delete button and then the Save button.

2 CREATING / EDITING A SINGLE VLE SPACE FOR A MODULE IN LUSI

2.1 VLE Space CMod

The new form VLE Space CMod is accessed in the same way all other module screens are in LUSI. The screen is session and cohort based and is displayed below.

The screen when opened will default to the current session and the earliest cohort date (on most UG courses there will only be one).

The first thing to note is that the VLE short and VLE long names are pre-defined and cannot be edited.

The short name is constructed:

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<module mnemonic> - <cohort number> - <full academic year description>

And the long name is constructed:

<academic session> <module mnemonic> <module title> <cohort number>

The VLE tool has three options:

1. Module group VLE only - no individual space

This means a single moodle space will not be created for the module but the module can be part of a shared Moodle space

2. Moodle

A single Moodle space will be created

3. Sakai

A single Sakai space will be created (this option is only available if a request is made to the Student Registry and standard handbook users will not be able to save this option)

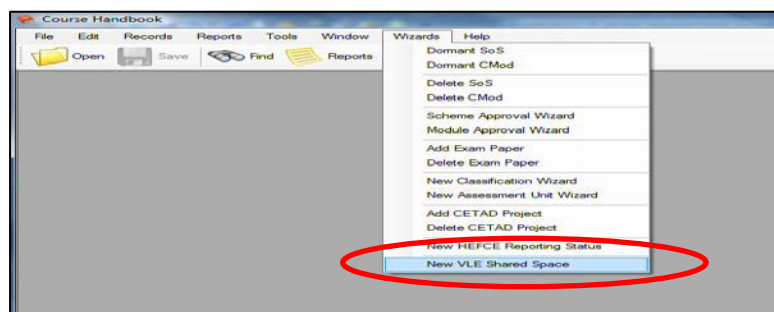
VLE to be created is the time before the cohort start date that the learning space is to be created.

Student access available is the time from which students can access the learning space before the module starts.

3 CREATING A SHARED VLE SPACE IN LUSI

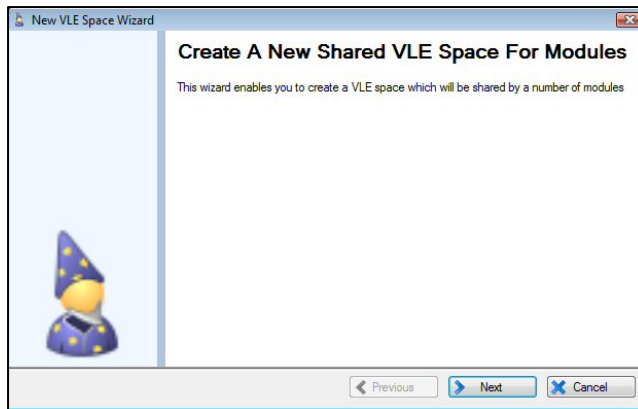
3.1 New VLE Shared Space Wizard

Choose the option from the “Wizards” menu



The wizard will then load

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Click Next and the core information screen will be displayed

The VLE short name has to be unique and is suffixed with the chosen session's year description.

The VLE long name has to be unique and is prefixed with the session.

The VLE tool has three options:

1. Module group VLE only - no individual space

This means a single moodle space will not be created for the module but the module can be part of a shared Moodle space

2. Moodle

A single Moodle space will be created

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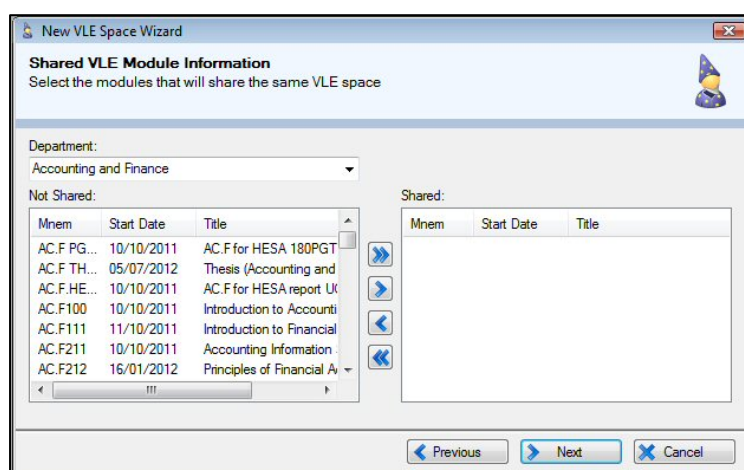
3. Sakai

A single Sakai space will be created (this option is only available if a request is made to the Student Registry and standard handbook users will not be able to save this option)

VLE to be created is the time before the cohort start date that the learning space is to be created.

Student access available is the time from which students can access the learning space before the module starts.

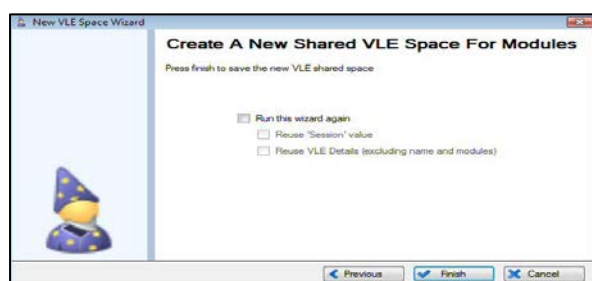
Click <Next>



Use the department combo box to find modules administered by the department chosen.

To add modules that will share the VLE space highlight the module cohort in the “Not Shared” box and move them into the “Shared” box using the arrows.

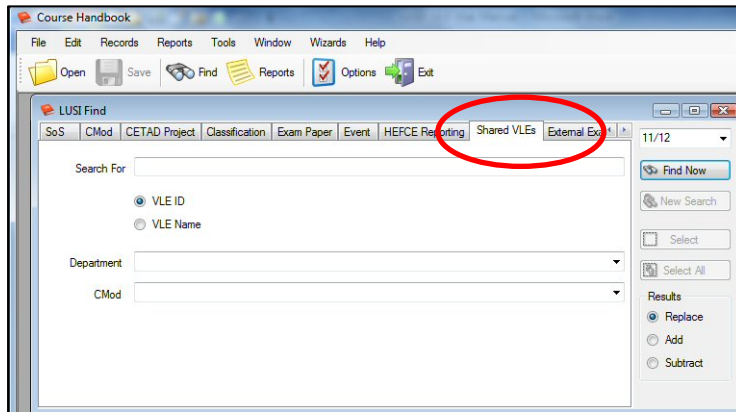
Click <Next> and then <Finish> to create the Shared VLE Space



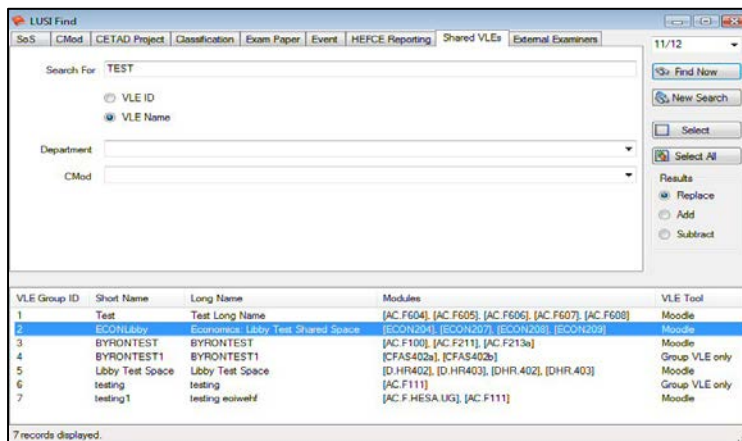
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4 EDITING A SHARE VLE SPACE IN LUSI

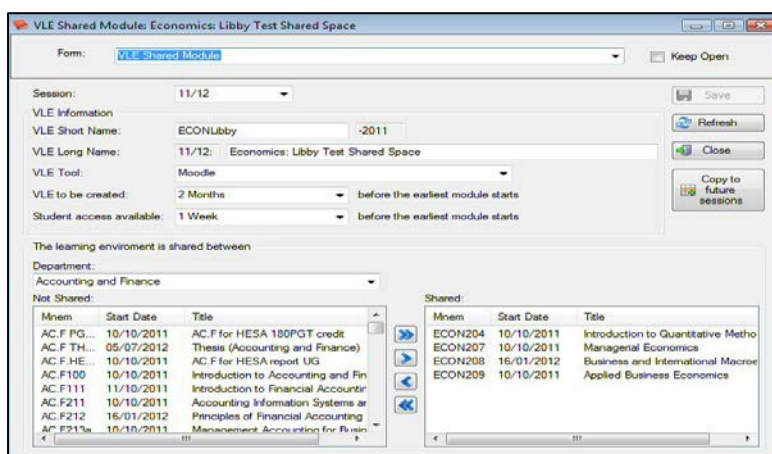
On the Find Screen click the “Shared VLE’s” tab



Search for the Shared VLE Space by VLE Name, VLE ID, or by department and / module



The Shared VLE Space information will now be displayed for editing



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The VLE short name has to be unique and is suffixed with the chosen session's year description.

The VLE long name has to be unique and is prefixed with the session.

The VLE tool has three options:

1. Module group VLE only - no individual space

This means a single moodle space will not be created for the module but the module can be part of a shared Moodle space

2. Moodle

A single Moodle space will be created

3. Sakai

A single Sakai space will be created (this option is only available if a request is made to the Student Registry and standard handbook users will not be able to save this option)

VLE to be created is the time before the cohort start date that the learning space is to be created.

Student access available is the time from which students can access the learning space before the module starts.

Use the department combo box to find modules administered by the department chosen.

To add / remove modules from the shared VLE space highlight the modules and move them between the "Not Shared" and "Shared" boxes using the arrows.

5 LINKING LUSI COURSEWORK WITH THE VLE

To link coursework between LUSI and the VLE find the module and open the Component / Element Work CMod screen.

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Component / Element Work CMod : ECON224: Introduction to Economics for Managers crs_id:005628

Form: Component / Element Work CMod ☐ Keep Open

Session: 11/12 Assessment Filter

Cohort: 10/10/2011: Weeks 1-24

ID	Group	Assessment	Work Type	Name	% Worth	Subs / Marks
703	1	Exam (67%, Compulsory, D...	Exam	ECON224	100.00	
2910		Coursework (33%, Compuls...	Coursework	Econ 224 essay	100.00	M
4600		Exam (67%, Compulsory, D...	Exam	MT visiting student exam	100.00	

Element Details

Due Date / Time: 05/06/2012 14:00

Extension Date / Time:

☒ Grade ☐ Percentage ☐ Out of y

Maximum out of y mark:

☒ Single Marking ☐ Dual Marking

Dual Marking Total:

☒ Elective ☒ Include in calculation

VLE Activity: **Advanced File Upload**

Plagiarism Tool 1: Turnitin

Plagiarism Tool 2:

Components:

Grp	ID	Name	% Worth	Inc In Calc	Elective	Grade	Out of y	Subs / Marks
1	10723	Question 1	50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
1	10724	Question 2	50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Choose the LUSI element work to link to the VLE and enter the VLE Activity

- Advanced File Upload
This option will link the element of work in LUSI to the VLE
- Offline Activity
This option will not link the element work in LUSI to the VLE

6 LEARNING MORE, SERVICE, AND SUPPORT

If you have any questions or need further help please email LUSI Support:

lusi-support@lancaster.ac.uk

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